

Styles

Enables the user to apply existing styles, modify existing styles, or create new styles. This deck can also be opened by selecting **Styles > Manage Styles** on the Menu bar, selecting **View > Styles** on the Menu bar, or pressing *F11*.

Gallery

Enables the user to add images, diagrams, or other objects that are available in the Gallery themes. This deck can also be opened by selecting **View > Gallery** on the Menu bar.

Navigator

This deck is similar to the Navigator dialog opened by selecting **View > Navigator** from the Menu bar or pressing *F5*. See “Using the Navigator” on page 39.

Functions

This deck contains a list of Calc’s many functions organized by category. It is a simpler version of the Function Wizard, which is opened by selecting **Insert > Function** on the Menu bar, clicking the **Function Wizard** icon on the Formula Bar, or pressing *Ctrl+F2*.

To the right side of the title bar of each open deck is a **Close Sidebar Deck** button, which closes the deck to leave only the Tab panel of the Sidebar open. Click any button in the Tab panel to toggle on / off the display of the associated deck.

To hide the Sidebar, or reveal it if already hidden, click on the left edge **Hide/Show** button. To adjust the deck width, drag on the left edge of the Sidebar.

Spreadsheet layout

Individual cells

The main section of the screen displays the cells in the form of a grid, with each cell located at the intersection of a column and a row.

At the tops of the columns and the left ends of the rows are a series of header boxes containing letters and numbers. The column headers use alpha characters that start with A and increase to the right. The row headers use numerical characters that start at 1 and increase down.

These column and row headers form the cell references that appear in the Name Box on the Formula Bar (Figure 4). If the headers are not visible on the spreadsheet, go to **View > Headers** on the Menu bar.

Sheet tabs

A spreadsheet file can contain many individual sheets. At the bottom of the grid of cells in a spreadsheet are sheet tabs (Figure 3). Each tab represents a sheet in a spreadsheet. Create a new sheet by clicking on the plus sign to the left of the sheet tabs.

Clicking on a tab enables access to an individual sheet. When a sheet is active, the tab is highlighted. Select multiple sheets by holding down the *Ctrl* key while clicking on the sheet tabs.

To change the default name for a sheet (Sheet1, Sheet2, and so on):

- 1) Right-click on the sheet tab and select **Rename Sheet** in the context menu. A dialog opens allowing you to type in a new name for the sheet.
- 2) Click **OK** when finished to close the dialog.

To change the color of a sheet tab:

- 1) Right-click on the sheet tab and select **Tab Color** in the context menu to open the Tab Color dialog (Figure 7).
- 2) Select a color and click **OK** when finished to apply the color and close the dialog.